



EVENT COORDINATOR | UNION CLUB OF BOSTON

At the heart of Boston's prestigious social scene stands the Union Club of Boston, an institution steeped in rich history and a long-standing commitment to excellence. As the Event Coordinator at the Union Club, you will be at the forefront of creating exceptional experiences for our distinguished members and their guests. The Club offers a unique environment that fosters professionalism, collaboration, and growth, where each event is a reflection of the Club's dedication to excellence.

The Union Club is looking for a dedicated and highly organized Event Coordinator who thrives in a fast-paced, dynamic setting. As part of our talented Events team, you will play a pivotal role in executing a wide variety of events, ranging from intimate gatherings to grand, high-profile functions. Your work will directly impact the reputation of the Club, as you ensure that every event meets the high expectations of our membership.

In this role, you will take charge of every aspect of event planning, from initial concept through to the seamless execution. You'll collaborate closely with members, external vendors, and Club management, ensuring every detail is attended to. You'll oversee the logistics of each event, including venue setup, décor, catering, audio/visual needs, and special requests, making sure that everything aligns with the vision of the client and the standards of the Union Club.

Your ability to manage multiple tasks and prioritize under pressure will be crucial, as you work to create an experience that reflects the Club's elite status. This includes coordinating with staff, vendor relations, negotiating contracts, and ensuring that the event budget is adhered to. As the point of contact for members and vendors alike, your communication and interpersonal skills will be key in building lasting relationships that support the success of each event.

In addition to your event coordination duties, you will also assist with promoting Club events through both internal and external marketing efforts, ensuring that event details are shared effectively with members. You will maintain organized event documentation and support the administrative side of event planning, from drafting contracts to post-event reports.

The Union Club offers a competitive salary and potential for earnings through commission, along with biannual bonuses. With a base salary of \$60,000, you can expect to earn between \$75,000 to \$85,000 annually, plus additional perks. You will enjoy a flexible schedule, health insurance benefits, and paid time off, with evenings and weekends required depending on event schedules.

As a member of the Union Club team, you will be part of a vibrant, supportive community that emphasizes career development, professionalism, and personal growth. The Union Club of Boston offers a rare opportunity to work in an institution with a rich legacy of excellence, while making your mark on a future filled with incredible experiences and rewarding challenges.

To apply, please email your resume and cover letter, outlining your experience and interest in the role, to Robert Williams, General Manager/COO at rwilliams@unionclub.org with the subject line "Event Coordinator Application."